

WELCOME TO OFFICE 365



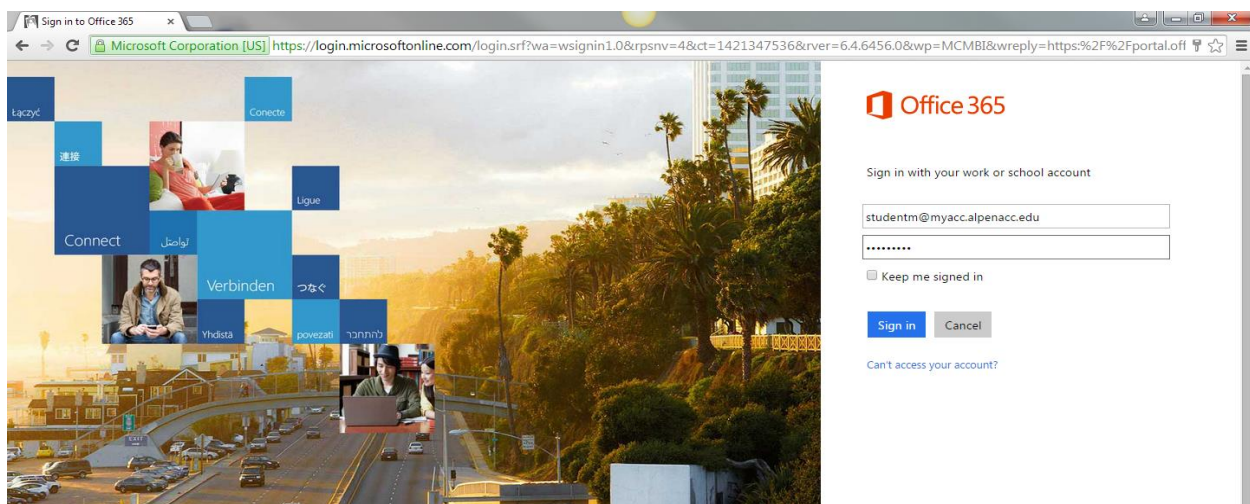
Whether you're working in the classroom, your office or on the go, you get a familiar, top-of-the-line set of productivity tools. Office applications—always the latest versions—let you create, edit, and share from your PC/Mac, iPad®, tablet, or phone with anyone in real time.

Step 1: Sign in at portal.office.com

Use your new email address which is your user ID for Blackboard and WebAdvisor followed by @myacc.alpenacc.edu. The admissions office may also have provided you with this email address.

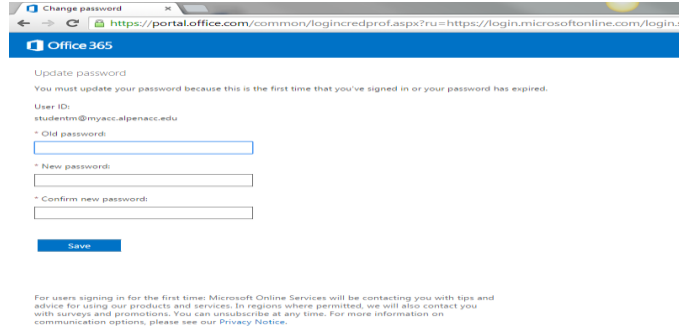
Your temporary password is your Student Number followed by the first initial of your last name.

Example for John Doe: User Name: doej@myacc.alpenacc.edu Password: 0123456d



FOR TECHNICAL ASSISTANCE FOR THE WEB BASED APPLICATION, PLEASE CONTACT THE HELP DESK AT 989.358.7374 OR helpdesk@alpenacc.edu

*You are required to change your temporary password immediately upon logging in the first time. Your password must be strong, utilizing lower case and upper case letters, numbers and special symbols.

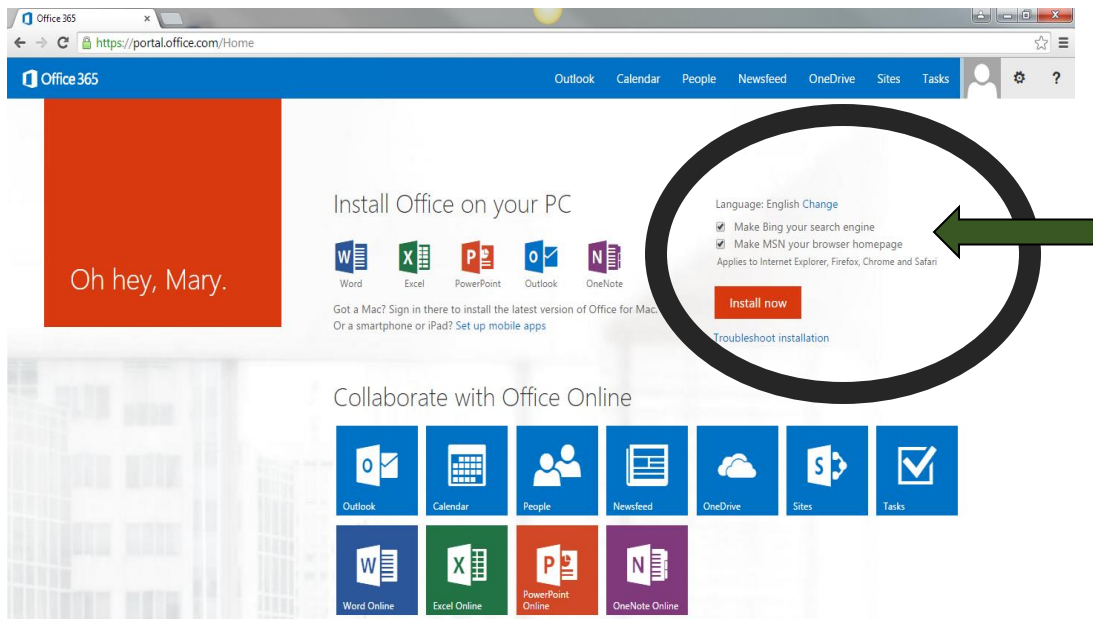


Step 2: Set up your apps

Get the full functionality of the Office products, including Outlook email, Calendar, OneDrive, and of course Word, Excel and PowerPoint. All of this is accessible via the web by logging into your account, and saved to the Cloud for additional security. Simply click one of the Office icons to go directly to one of the applications.

You are eligible to install Office software FREE of charge on up to 5 devices. At your initial log in, you will see the screen below and may install the programs onto your PC using the Install now button. It is suggested that you uncheck the two boxes above the Install button.

****The download will take about 20 minutes after you click Run so make sure you are using a high speed internet connection****



Step by Step:

1. Log in to your account on Office 365
2. Click Gear Icon, top right of your home screen
3. Click Office 365 Settings
4. Click Software
5. Run Installer



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